

CULTIVATING KNOWLEDGE. DEVELOPING LEADERS.



LIAISONS | INTERNS | SCHOLARS | AMBASSADORS | FELLOWS | GRANTS



United States Department of Agriculture
Hispanic Serving Institutions National Program

Mission

- Create partnerships between USDA and HSIs to
 - ❖ **cultivate knowledge and develop leaders****HSIs are defined as a non-profit institution with at least 25% Hispanic full-time enrollment (FTE) equivalent**
- There are approximately 250 HSI's in the United States and Puerto Rico. With the changing demographics, more are added each year...
- There is an association of HSI's called HACU
- USDA has partner with HACU to service HSI's and the agency's needs...



USDA-HSI / HACU Partnership

- 1987 **HACU was formed**
- 1988 **USDA & HACU began discussions**
- 1990 **White House Executive Order:**
1994 ***Educational Excellence for Hispanic Americans***
- 1990 **USDA/HACU Leadership Group was created**
- 1991 **MOUs signed**
1993
1996
- 1997 **USDA program structure was implemented**
 - ***USDA/HACU Leadership Group is appointed by both sides***

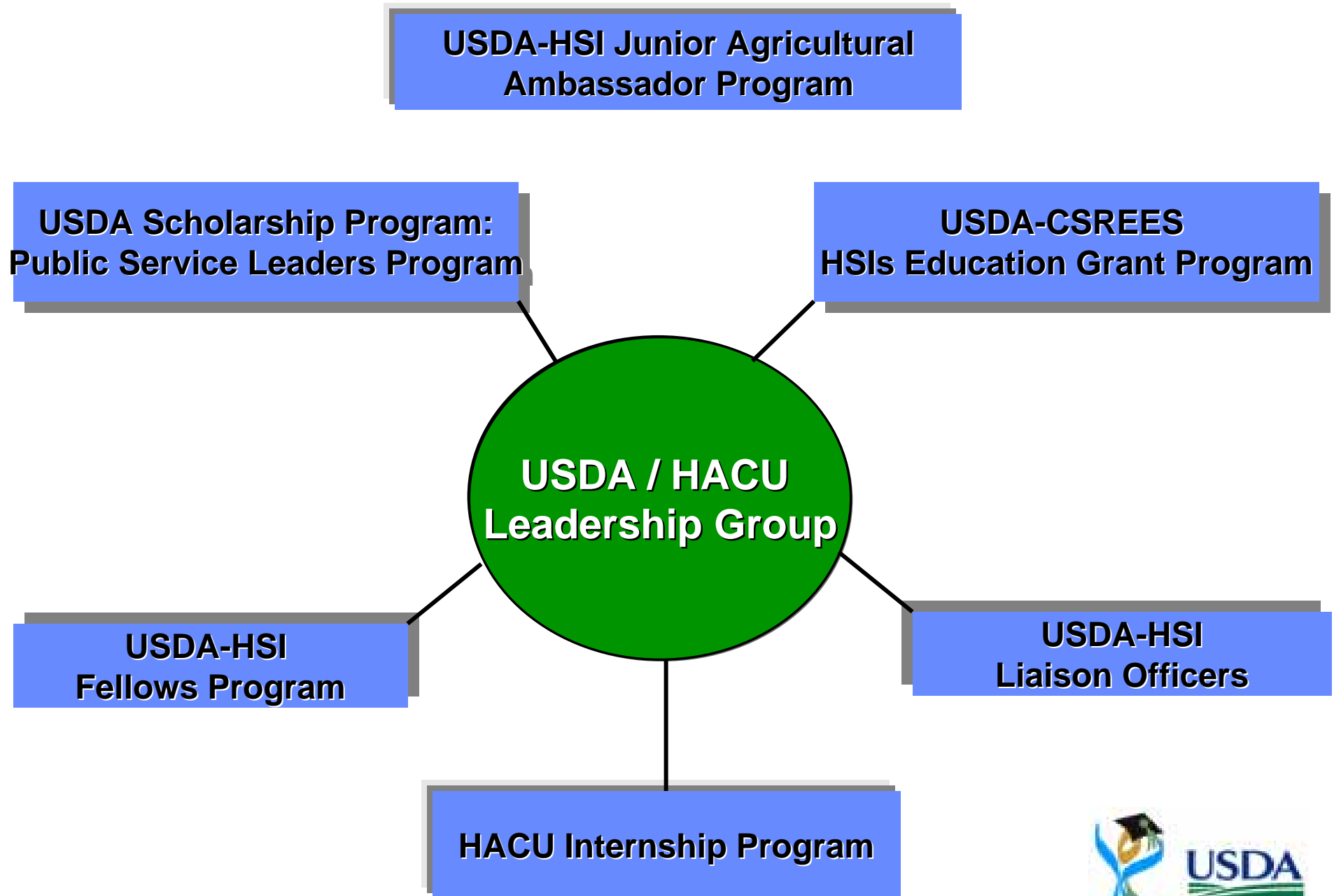


Partnership Objectives

- Help strengthening HSI faculty/staff, institutions programs and curriculum.
- Ensure that HSIs are aware of USDA research and grant programs.
- Improve access to higher education and opportunities for Hispanic students.
- Increase employment opportunities for students at HSI's with USDA.



Partnership Components



E. (Kika) de la Garza Fellowship Program



E. Kikda de La Garza played a large role in overhauling the agricultural lending system, implementing Federal farm crop insurance and commodity futures reform, reorganizing the U.S. Department of Agriculture, and providing numerous aid packages for American and international agriculture.

➤ Overview:

- ❖ Established in 1998 as part of the USDA-HACU Leadership.
- ❖ Allows faculty and staff from HSIs to spend 2-6 weeks in Washington to learn about USDA agencies, mission, programs, and services.

➤ **Benefit to USDA:** Fellows communicate information to the students and community that helps USDA recruit and increase awareness.

➤ **Benefits to HSIs:** Identify mutually collaborative interests to build and complement USDA programs.

➤ **Types of Fellowships:** Executive, Education and Science.

➤ **General requirements :**

- ❖ Must be *administrator, faculty or staff* from any HSI,
- ❖ Must be *U.S. citizens or permanent resident*, &
- ❖ Must be *interested to collaborate and form partnerships*

based on the needs and interests of their HSIs and USDA-ARS/USDA Missions.



Executive Fellowships



➤ Benefits to Executive Fellow:

❖ Establish strategic alliances with USDA officials:

- To create programs in their institutions
- To enhance professional and organizational development efforts that support research and teaching programs

❖ It also provides presidents, vice-presidents and provosts of HSIs the opportunity:

- To expand and strengthen relationships with federal agency officials at the senior executive level, and
- To explore partnership opportunities and discuss issues related to the education and challenges of the Hispanic community

➤ Selection:

❖ Based on their HSI's academic and research interests within USDA-ARS/USDA Missions.



Education Fellowships



➤ Benefits to Education Fellow:

- ❖ *First-hand the education policymaking process*
- ❖ Build *linkages* to research and funding opportunities,
- ❖ Meet USDA personnel,
- ❖ Connect with other federal agencies and organizations...

▪ U.S. Department of Education, National Science Foundation, National Institutes of Health, National Endowment for the Humanities...

❖ Fellows contribute and develop their skills:

- Student outreach and retention;
- Career opportunities – *internships, scholarships, full time employment*; Graduate programs;
- **Grants** and funding opportunities;
- Partnerships development; &
- Government relations.

➤ Selection:

- ❖ Based on their HSI's academic interests within USDA-ARS/USDA Missions.



Science Fellowships



➤ Benefits to Science Fellow:

- ❖ Collaborate with leading scientists from USDA's ARS.
- ❖ Participants learn about *state-of-the-art* agricultural research that *solves problems* affecting Hispanic Americans and the rest of our nation on a daily basis.
- ❖ Share their expertise with students at their respective institutions *by motivating Hispanic students to pursue careers in agriculture, science, research, and technology.*

➤ Selection:

- ❖ Based on their research needs and interests of HSI's and USDA-ARS/USDA Missions.



Participation, Dates, & Application



➤ Participation

❖ Participants attend a one-week mandatory orientation in Washington, D.C.

❖ Important dates:

❖ Application deadline

November 30, 2007

❖ Awarded date

February 6, 2008

❖ Mandatory orientation

June 15-21, 2008 in Washington, DC

➤ On-Line Application:

❖ <http://www.usdahsifellows.org/>



Junior Agricultural Ambassador Program



➤ Overview:

- ❖ Started on 2005 in Florida (*created by HSI and regional USDA Liaison*)

➤ Eligibility:

- ❖ High school students

➤ Dates:

- ❖ June and July (finishing their last week in “Washington D.C.”)

➤ Benefits to students:

- ❖ Internship in a USDA field office “mentor”

➤ Benefit to USDA:

- ❖ Expand students knowledge of USDA and careers in Agriculture industry

➤ General requirements:

- ❖ Minimum 3.0 GPA
- ❖ Demonstrate a commitment to public service (volunteering & community involvement)
- ❖ Must exhibit leadership traits (*Officers of a school club or other community sponsored organization*)



HACU-National Internship Program (HNIP)

Student resource for undergraduate & graduate students

➤ Sessions:

- ❖ 10 weeks (*Summer*) and 15 weeks (*Fall and Spring*)

➤ Goals:

- ❖ Available paid federal government internship...
- ❖ Integrate academic theory and workplace practical training
- ❖ Gain relevant skills and working knowledge for your career
- ❖ Assist you in the preparation for the transition from student to employee
- ❖ Could lead to full-time employment after graduation


➤ General Requirements:

- ❖ Maintain a **3.0 GPA** (*on a 4.0 scale*)
- ❖ Be enrolled in an undergraduate or graduate degree program
- ❖ Completion of the freshman year of college before internship begins
- ❖ Authorized or eligible to work by law in the U.S.

➤ Benefits:

- ❖ Weekly stipend (*based on 40 hours per week*)
 - **Sophomore/Junior:** \$450, **Senior:** \$480 & **Graduate:** \$550
- ❖ Round-trip transportation to assigned location
- ❖ Housing arrangements



 Hispanic Association of Colleges & Universities
National Internship Program
HNIP.net



USDA

Public Service Leaders Scholars Program



➤ Overview:

- ❖ Program began in 2002
- ❖ Degree range – Associates to Doctorate
- ❖ Student Resource (*Undergraduate & Graduate*)
- ❖ Pays full tuition, books and lends you a laptop computer for your schooling
- ❖ Student becomes a permanent USDA employee upon graduation
- ❖ Obtains employment benefits

➤ Educational Requirements

- ❖ Enrolled in related full-time degree program
- ❖ Meet major and class level requirements of the available scholarship
- ❖ U.S. Citizen or in-progress “naturalization” transition
- ❖ 2.75 GPA (on a 4.0 scale)
- ❖ Demonstrate interest in public service, and a career in the USDA

➤ Work Requirements

- ❖ Student must complete 640 hours prior to graduation
 - For example: 32 weeks if half-time (20 per week)
- ❖ Student must work in a permanent full-time position at USDA for 1 year for each year of financial assistance received
- ❖ Work assignments are paid based on level of education

➤ On-Line Application:

- ❖ <http://www.usdascholarships.com/>



Procedures & Important Dates

April 16, 2007

Application Deadline

ALL application materials must be received by this deadline. Every applicant must mail official transcripts, a recommendation letter, and proof of application for U.S. citizenship (if applicable).

Mail to:

USDA Hispanic-Serving Institutions National Program
Attn: Sandra Penaherrera
P.O. Box 44083
Washington, DC 20026-4083

May 18,
2007

Notification of Applicants

Each selected applicant will be notified by the USDA agency as to their selection and a teleconference will be scheduled with the agency coordinator.

July 8-14,
2007

Orientation for Selected Scholars

All selected scholarship recipients are required to attend an orientation in Washington, DC. (Your travel and lodging expenses will be paid by USDA). The orientation will feature an introduction to the USDA, leadership training, and mentorship from current USDA management.



USDA-CSREES HSI's Education Grant Program



United States Department of Agriculture

Cooperative State Research, Education, and Extension Service



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About Us

Overview:

Dr. Lawrence serves as the national program leader for the Hispanic-Serving Institutions Education Grants Program.

Irma Lawrence

Title: National Program Leader

Unit: Science and Education Resources Development

Location: 3254 Waterfront Center

[Full Address and Directions](#)

Phone: (202) 720 - 2082

Fax: (202) 720 - 2030

Email: ilawrence@csrees.usda.gov

Related Funding Opportunities: [Hispanic-Serving Institutions Education, HEP](#)

Solicitation Date (Opening)	November 30, 2006
Letter of Intent Due Date	None
Due Date (Closing)	January 25, 2007
Anticipated Award Date	None
Estimated Total Program Funding	\$6,600,000.00



USDA-CSREES HSI's Education Grant Program

Grant funds shall be used...

- 1) to support the activities of consortia of Hispanic Serving Institutions (HSIs) to enhance educational equity for underrepresented students;
- 2) to strengthen institutional education capacities, including libraries, curriculum, faculty, scientific instrumentation, instruction delivery systems, and student recruitment and retention, or international education needs in the food and agricultural sciences;
- 3) to attract and support undergraduate and graduate students from underrepresented groups in order to prepare students for careers related to the food, agricultural, and natural resource systems of the United States, beginning with the mentoring of students at the High School level and continuing with the provision of financial support for students through their attainment of a doctoral degree; and
- 4) to facilitate cooperative initiatives between 2 or more Hispanic Serving Institutions (HSIs), or regional government agencies, or the private sector, to maximize the development and the use of resources, such as faculty, facilities, and equipment, to improve food and agricultural sciences teaching programs.



USDA-HSI Liaison Officers

Faculty/Staff, Institution, and Student Resource

- The primary role of the liaison is to increase awareness of USDA services, programs, resources, and career opportunities. They serve as a link between USDA and HSI's. Each liaison is assigned to cover 30 to 50 HSIs.
- The USDA-HSI National Program has 5 liaisons around the nation:
 - ❖ **Albuquerque, New Mexico** (Region: Arizona, Colorado, and New Mexico)
Host: University of New Mexico
 - ❖ **Fresno, California** (Region: Central-Northern California and Washington)
Host: CSU, Fresno (Fresno State)
 - ❖ **Miami, Florida** (Region: Florida and Puerto Rico)
Host: Miami Dade College – **VACANT**
 - ❖ **San Antonio, Texas** (Region: Texas)
Host: Palo Alto College – **VACANT**
 - ❖ **San Bernardino, California** (Region: Southern California)
Host: CSU, San Bernardino & San Bernardino Community College.



Partnership Building, Outreach, and Recruitment



Q/A



United States Department of Agriculture

THANK YOU

WE LOOK FORWARD TO WORKING WITH YOU SOON

Fellowship-Most Frequently Ask Questions-1

Question: What is appropriate attire to wear during the course of the orientation and program activities?

Answer: During the orientation and some activities, Fellows are required to wear business attire. For the site visits, Fellows are suggested to dress casual with comfortable shoes.

Question: Do you have to be Hispanic to participate in the program?

Answer: No, any individual can participate in the internship program, regardless of race, age, sexual orientation or disability. USDA-HSI-NP is an Equal Employment Opportunity Employer.

Question: I am not from an agriculture school or agricultural division; will I have something to contribute to the group from my discipline?

Answer: Definitely! USDA recruits students from a variety of academic backgrounds.

Question: Is there formal reporting required for Fellows to document how they are putting the information to use? If so, how often?

Answer: Yes, Fellows will submit the following: Fellows will submit a final report at the end of program to USDA-HSI-National Program via fax at 202-720-5336, Fellows will evaluate the program (pre and post participation), & Fellows will create a plan to incorporate their new knowledge & skills

Question: Where do the fellows stay in Washington, D.C.?

Answer: The fellows are accommodated in a hotel closer to the USDA site in Washington, DC. In their field areas, USDA-HSI-National Program will arrange housing.

Question: Can Fellows request specific federal agencies to meet with during their time in Washington, DC?

Answer: Yes, fellows can request to meet specific key officials ahead of time or they can set up their own meeting at their own time without conflicting with their fellowship schedule.



Fellowship-Most Frequently Ask Questions-2

Question: Can fellows bring family members with them to Washington?

Answer: Yes, but the cost for housing and transportation will not be covered by USDA.

Question: Are there any citizenship requirements for fellows?

Answer: Yes, candidates must be U.S. citizens to participate in the program.

Question: What responsibilities does the fellow assume at the end of the orientation and what are the expectations for them upon returning to their campus?

Answer: Fellows will increase their understanding of USDA and other federal agencies, particularly at the national level, and be able to identify mutual collaborative interests to build and complement USDA programs. USDA staff will become more knowledgeable about the participating institutions in order to develop thorough collaborative approaches to provide appropriate support to HSIs. As a result, fellows, HSIs, USDA, and other federal agencies will create a strong partnership that is connected and flexible in its response to Hispanic students and their community needs. Participating fellows are expected to return to their respective institutions and share networking information with colleagues, students, and other interested individuals.

Question: How many fellowships are available?

Answer: On average approximately 15 to 20 fellows are selected and participated in the program per year.

Question: How is travel arranged for the Fellowship?

Answer: USDA-HSI office will provide travel and per diem expenses (*lodging, meals, and incidentals*), and daily commuting costs. The sending institution will continue to pay salary and benefits.



Fellowship-Most Frequently Ask Questions-3

Question: Is there formal reporting required for Fellows to document how they are putting the information to use? If so, how often?

Answer: Yes, Fellows will submit the following:

- Fellows will submit a final report at the end of program to USDA-HSI-National Program via fax at 202-720-5336,
- Fellows will evaluate the program (pre and post participation), &
- Fellows will create a plan to incorporate their new knowledge and skills

Question: If I have technical questions, who should I contact?

Answer: For technical questions, contact our office at: 202-720-6506 or via email to Wendy Carrasco, MPA., Program Specialist at wenndy.carrasco@ars.usda.gov.



PSLS-Most Frequently Ask Questions - 1

Question: How would my institution benefit from my participation?

Answer: PSLS will increase their understanding of USDA. USDA will invest to groom PSLS so they come back as talented students becoming new permanent hires who understand the inner workings of their agency.

Question: I am not from an agriculture school or agricultural division; will I have something to contribute to the group from my discipline?

Answer: Yes, all students can contribute to the group from any discipline.

Question: If I have technical questions, who should I contact?

Answer: For technical questions, contact our office at 202-720-6506 or via email to Sandra Penaherrera HIS National Student Program Manager at sandra.pernaherrera@ars.usda.gov.

Question: Do you have any guidelines on what you are looking for on the essay?

Answer: Yes, the essay has to be between 500-800 words and it is a required piece of the application process. Please describe your interest in public service and motivation to work for USDA. Also, include information about your educational and career goals and how this scholarship may assist you to achieve them.

Question: Where do the PSLS stay in Washington, D.C.?

Answer: The PSLS are house in a hotel closer to the USDA site in Washington, DC. In their field areas, USDA-HSI-NP will arrange housing.

Question: How many PSLS will be attending?

Answer: On average approximately 10 to 15 candidates.



PSLS-Most Frequently Ask Questions - 2

Question: Are there any citizenship requirements for PSLS?

Answer: To be eligible for the program, PSLS students must meet all of the following eligibility requirements:

- Be a U.S. citizen, or be in the final stages of the application process for U.S. citizenship, and will have attained citizenship within a year of being accepted to the program;
- Be in good academic standing with at least a cumulative 2.75 grade point average based on a 4.0 scale;
- Have a strong interest in a career in public service with the USDA;
- And meet major and class level requirements of each scholarship.

Question: Is there formal reporting required for PSLS to document how they are putting the information to use? If so, how often?

Answer: Yes, PSLS will submit a biweekly report to their supervisor, their USDA-HSI Field Liaisons and a copy to USDA-HSI-NP office via fax at 202-720-5336.

Question: What is appropriate attire to wear during the course of the orientation and program activities?

Answer: During the orientation and internship sites, PSLS are required to wear business attire, unless otherwise noted different by supervisor. For the field trips, PSLS are suggested to dress casual with comfortable shoes.

Question: How is travel arranged for the PSLS?

Answer: USDA will furnish travel arrangements. (*Round-trip transportation is arranged and provided by the agency to scholars for orientation and to their internship location*).

Question: Do you have to be Hispanic to participate in the program?

Answer: No, any individual can participate in the internship program, regardless of race, age, sexual orientation or disability. USDA-HSI



HACU Most Frequently Ask Questions-1

Question: Can I apply to the program even though my institution is not a HACU member institution?

Answer: Yes, any individual can apply to the program, regardless if their college or university is not a HACU member institution.

Question: I am not Hispanic, can I still participate in the program?

Answer: Yes, any individual can participate in the internship program, regardless of race, age, sexual orientation or disability. HACU is an Equal Employment Opportunity Employer.

Question: Can I start my internship before the official start date or leave before the program ends?

Answer: No. The program dates are not flexible. Interns are required to attend orientation and work through the last day of the program. If you foresee any conflicts with our program dates, please notify our office immediately.

Question: If there is only one agency with which I would like to work, can I mention that in my essay?

Answer: This is strongly discouraged. In our experience, it is best to keep your options open. There is overlap among the agencies, for example every agency has individuals working in human resources, accounting, policy work, public relations, etc. You may lose out on a perfect match because you did not realize other agencies performed the work you are interested in. In the essay, we suggest that you write about the work that you would like to do in your internship, rather than the agency you want to work for.

Question: If I have family or friends in the area of my internship, can I live with them instead?

Answer: Yes. Interns have the option of making their own housing arrangements. If you choose this option, we will ask you to tell us as soon as you are accepted and to provide us with the address and phone number of where you will be staying.

Question: If I have technical questions on the application portion who should I contact?

Answer: HACU Office at 202-467-0893 or via email at HNIP@HACU.net.



HACU Most Frequently Ask Questions-2

Question: Where do the HACU interns stay in Washington, D.C.?

Answer: HACU students stay in furnished apartments located in the DC metropolitan area.

Question: Who pays for my travel expenses?

Answer: For federal interns, HACU pays for round-trip airfare. If you wish to drive, HACU will reimburse you for pre-approved expenses (not to exceed the cost of a ticket purchased through our travel agency). Original receipts must be provided.

Question: Does HACU pay for my housing?

Answer: No. However, HACU can help arrange housing for you, provide necessary deposits, up-front costs, such as security deposits, and will make rent payments. For Federal interns, these costs are then equally distributed over all pay periods and deducted from the interns' bi-weekly paychecks.

Question: How many HACU interns will be attending at USDA?

Answer: On average, USDA accepts approximately 20 to 40 students during the fall, spring or summer terms.

Question: Are there any citizenship requirements for HACU?

Answer: To be eligible for the program, HACU students must meet all of the following eligibility requirements:

- Be a U.S. citizen, or be in the final stages of the application process for U.S. citizenship, and will have attained citizenship within a year of being accepted to the program;
- Be in good academic standing with at least a cumulative 2.75 grade point average based on a 4.0 scale;
- Have a strong interest in a career in public service with the USDA;
- And meet major and class level requirements of each scholarship.
- High school students are not eligible.



HACU Most Frequently Ask Questions-3

Question: Do HACU interns in USDA have to attend the mandatory orientation?

Answer: Yes, all interns must attend the orientation. This orientation is the only time the interns will have time to acquire their ID badges, meet their supervisors, meet HSINIP key officials and review the USDA policies and ethics rules.

Question: Can USDA arrange meetings with specific key officials in the USDA for HACU interns during their time in Washington, DC?

Answer: Yes, HSINP-HACU office will work with key officials at USDA to arrange brown bag lunches, other meetings and field trips to USDA facilities located in Maryland.

Question: Can HACU interns at USDA bring family members with them to Washington, DC?

Answer: No.

Question: Is there formal reporting required for HACU to document how they are putting the information to use? If so, how often?

Answer: USDA - HACU Interns are required to submit weekly reports of their activities and projects through the internship to their supervisors and a copy to HACU attached with the timesheets.

Question: What is appropriate attire to wear during the course of the orientation, program activities and internship?

Answer: Business attire to work, orientation and some program activities throughout the internship.

Contact:

Sandra Penaherrera, Program Manager

Phone: (210) 3820624

E-mail: Sandra.penaherrera@ars.usda.gov



HSI-National Program Role at USDA

➤ What USDA-HSI office do?

- ❖ HSI serves as the liaison between USDA agencies & HACU National Internship Program to promote USDA's mission
- ❖ HSI office ensures that all interns at USDA agencies.....????

➤ What is an HSI?

- Non-profit
 - Regionally accredited
 - Degree-granting institution
 - With 25% FTE Hispanic enrollment
-
- ✓ 50% of Hispanic students in U.S. graduate from HSIs
 - ✓ HSIs were not founded specifically to serve Hispanic students, but grew into HSI status with changing demographics

